

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule

**COMPREHENSIVE FURNITURE  
MANAGEMENT SERVICES  
FSC GROUP 71 PART II SECTION K  
SIN's 712-1, 712-3, 712-4, 712-5**

**CONTRACT NUMBER:**  
**GS-29F-0008M**

**CONTRACT PERIOD:**  
**MARCH 21, 2007 thru**  
**MARCH 21, 2012**

**Office Pavilion/Contract Furnishers of Hawaii**

**1240 Ala Moana Boulevard  
Suite 600  
Honolulu, Hawaii 96814**

**Phone: (808) 599-2411  
Fax: (808) 599-2617**

**[www.op-hawaii.com](http://www.op-hawaii.com)**  
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**Company Contact: Bruce Shewalter, President & COO**

On-line access to contract ordering information, terms and conditions, up-to-date Pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system, The INTERNET address For GSA Advantage!™ is: [www.fss.gsa.gov](http://www.fss.gsa.gov).

# **COMPREHENSIVE FURNITURE MANAGEMENT SERVICES**

## **SCOPE OF SERVICES**

A. **General:** This Multiple Award Schedule is for comprehensive furniture management and project planning services. It is the platform to provide technical resources to implement projects and tasks relating to infrastructure design, and reconfiguration, as well as assets relocation and management. These services provided will include:

- Project Management (Furniture and Furniture Related)
- Reconfiguration/Relocation Management (Furniture and Furniture Related)
- Packaged Environments (Furniture and Furniture Related)
- Furniture Design/Layout (Furniture and Furniture Related)

### Scope of Services:

The contractor will be responsible for delivering completed turnkey solutions for the services listed above. The Customer Agencies will provide specific task requirements within the scope of these services for each deliverable through a statement of work. This document will define the course of action by outlining the requirements of each task and defining the desired outcome. The services required by the Customer Agencies must conform to those outlined in this contract.

The contractor will be responsible for performing the services require in the Customer Agencies Statement of Work (SOW), and will ensure all products are delivered to the job site in an acceptable and a fully operational condition within the time frames specified. The contractor will also fulfill the technical specifications, terms and conditions of the contracts and purchase orders issued. The deliveries and installations will be coordinated and prioritized with all required parties. The contractor will prepare and maintain all records and documentation appropriate for contract administration and assist in contract dispute/resolution issues.

## **SPECIFIC AREAS OF SERVICES**

- 1. SIN 712-1. Project Management (Furniture and Furniture Related):** The project management services will provide to a Customer Agency comprehensive support for the design, reconfiguration, relocation, increasing or downsizing office spaces and similar facilities. Feasibility shall be determined by space forecasting and building analyses. Provide both plan and 3-dimensional drawings generated by state of the art computer system. The services will also include the interior design and configuration of the office assets.
  - **PROJECT MANAGER** - Plans and manages the activities of the project to insure quality installations, and provides motivation and support of Operations staff, while providing the highest level of customer service and satisfaction. Ensures completion of project within the triple constraint: on time, within budget, and according to specifications.
- 2. SIN 712-3. Reconfiguration/Relocation Management (Furniture and Furniture Related):** The Reconfiguration and Relocation services will provide all the services required for the reorganization and consolidation of existing facilities, and/or opening new facilities.
  - **RECONFIGURATION/RELOCATION MANAGEMENT SPECIALIST** - Provides support to the Operations Department and the client coordinating all activities for the project in the reorganization and consolidation of existing facilities, and/or opening new facilities
- 3. SIN 712-4. Furniture Design/Layout:** The Furniture Design/Layout services will provide Customer Agencies with complete interior design, product specifications and furniture consultation services.
  - **FURNITURE DESIGN AND LAYOUT SPECIALIST** - Responsible for accurately designing, product specifying and space planning of projects. Serves as a product and furniture specification consultant to client.

## **BILLING INFORMATION**

**1.**

<b>SIN</b>	<b>LABOR/TASK CATEGORY</b>	<b>GOVERNMENT RATE (IFF Included)</b>
<b>SIN 712-1</b>	<b>PROJECT MANAGER</b>	<b>\$54.45 PER HOUR</b>
<b>SIN 712-3</b>	<b>RECONFIGURATION/ RELOCATION SPECIALIST</b>	<b>\$45.34PER HOUR</b>
<b>SIN 712-4</b>	<b>DESIGN AND LAYOUT SPECIALIST</b>	<b>\$54.00 PER HOUR</b>
<b>SIN 712-5</b>	<b>PACKAGED ENVIROMENTAL SPECIALIST</b>	<b>\$54.00 PER HOUR</b>

**Rates do not include cost of travel or reimbursement of travel expenses. Costs for transportation, lodging, meals and incidental expenses incurred by the personnel on official company business are allowable subject to the limitations contained in the Federal Travel Regulations (FTR's). Travel costs shall be negotiated individually on an as needed basis. The contractor shall notify the ordering agency, in writing, of any requirement for reimbursement of transportation and per diem expenses, prior to acceptance of the order. The notification shall include a "not to exceed" estimate of these proposed costs. Contractors shall be reimbursed only for incurred costs that are at or below the "not to exceed". Other Direct Costs (ODC's) will be invoiced at actual cost in accordance with contractor's accounting methodologies.**

**2. Maximum Order** **\$500,000.00**

**3. Minimum Order** **\$50.00**

#### 4. Geographic Coverage

<b>5. Point of Production</b>	<b>Honolulu, HI</b>
<b>6. Rates shown here are</b>	<b>Net -10%</b>
<b>7. Quantity Discounts</b>	<b>None</b>
<b>8. Prompt Payment Terms</b>	<b>Net 10-days</b>
<b>9. Government Commercial Credit Card accepted below and above the micro purchase threshold</b>	
<b>10. No Foreign Content</b>	
<b>11a. Delivery Time</b>	<b>Various with scope of Services</b>
<b>11b. Expedited Delivery</b>	<b>Depending on Customers Requirements</b>
<b>11c. Overnight/2-day Delivery</b>	<b>As requested by customer</b>
<b>11d. Urgent Requirements</b>	<b>Urgent needs will receive our immediate attention</b>
<b>12. FOB Point</b>	<b>To be negotiated with the contracting office</b>
<b>13. Ordering Address</b>	<b>Contract Furnishers of Hawaii, Inc 1240 Ala Moana Blvd., Suite 600 Honolulu, HI 96814 (808)599-2411, Fax (808)599-2617</b>
<b>14. Payment Address</b>	<b>Contract Furnishers of Hawaii, Inc Accounts Payable 1600 Kapiolani Blvd. 17th Floor Honolulu, HI 96814</b>
<b>15. Warranty Issues</b>	<b>Total Agency Satisfaction</b>
<b>16. Export Packing Charges</b>	<b>None</b>

<b>17. Terms and Conditions of Government Credit Card</b>	<b>In Accordance with <i>Government Credit Card</i> Guidelines</b>
<b>18. Terms and Conditions of Rental, Maintenance and Repair</b>	<b>30 Days</b>
<b>19. Terms and Conditions of Installation</b>	<b>Guaranteed for 1 year</b>
<b>20. Terms and Conditions of Repair Parts and Other Services</b>	<b>Not Applicable</b>
<b>21. Service and Distribution Points</b>	<b>Not Applicable</b>
<b>22. Participating Dealers</b>	<b>Not Applicable</b>
<b>23. Preventive Maintenance</b>	<b>Not Applicable</b>
<b>24. Environmental Attributes</b>	<b>Case Specific</b>
<b>25. DUNS No. CAGE No.</b>	<b>06-6288713 0RAV1</b>
<b>26. Office Pavilion is registered in the Central Contractor Registration (CCR) database until 06/05/2010.</b>	